**CREATIVE QUARTER ADMINISTRATOR**

**APPLICATION PACK**

Thank you for your interest in the above vacancy.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete the following:

1. Application form
2. Covering letter explaining why you are applying for the position, and how your experience and expertise fits the role
3. Up to date CV which explains any gaps in employment

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce  
Executive and Project Assistant

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [adrianlockwood@creativefoundation.org.uk](mailto:adrianlockwood@creativefoundation.org.uk)

If you have any questions relating to this vacancy, please contact Adrian Lockwood by email: [adrianlockwood@creativefoundation.org.uk](mailto:adrianlockwood@creativefoundation.org.uk)

**Deadline**

Closing date for applications: **Friday 4 September 2015**

Interviews will be held in Folkestone during the week commencing 7th September 2015

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels   
 attractive

Objective 4: Encourage creative engagement by relevant bodies and   
 individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive  
 creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital   
 technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values   
 and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

<http://www.creativefoundation.org.uk/>  
  
Other Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** Administrator

**Salary range:** £17,000 pro rata

**Reports to:** Creative Quarter Manager

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN,   
 and regularly working throughout Folkestone's Creative Quarter   
 and immediate environs.

**Part time:** 25 hours per week   
 Out of office hours working may be required

**Purpose of Job/Key Objectives**

To help deliver a vibrant Creative Quarter that is best able to regenerate Folkestone while maximising the net income from Creative Foundation properties, contributing towards the Foundation’s charitable objectives.

**Principal Duties/Tasks and Responsibilities**

* To deal with enquiries about maintenance issues.
* To refer maintenance issues to the appropriate contractor.
* Arrange with contractors and tenants for the work to be carried out.
* Assure that relevant documents relating to work carried out are properly administered.
* Assist with the process of new creative tenants arriving, moving or leaving properties.
* Liaise with the finance team with respect to any payments made to or income received from tenants.
* Maintain all records in relation to tenants and buildings.
* Administer the payment of bills relating to property ensuring the correct bills are being passed for payment.
* Assist in the delivery of Creative Quarter events.
* To undertake such duties as may be required to successfully realise the purpose of this role.

**NB. this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Creative Foundation Chief Executive without change to the level of responsibility appropriate to the grading of the post.**

**Person Specification**

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| --- | --- |
| **Essential** | **Desirable** |
| **Knowledge and experience**   * Proven experience in managing positive customer sales relationships * Experience in arranging property maintenance * Experience in working with commercial and residential tenants * Experience in maintaining paperwork * Experience of working within the retail, business or residential property sector   **Skills**   * Diplomatic and friendly telephone manner * Organised and methodical with data * Articulate and confident communication skills   **Attributes**   * Business appropriate demeanour and personal presentation * Calm, focussed and motivated under pressure * Discretion and confidentiality * Positive response to working in a target-driven environment * Hard working and energetic * Committed to Folkestone's regeneration through the arts * Flexible approach to working within a busy and demanding environment * Experience or aptitude for working in the arts | **Skills, experience and knowledge**   * Computer literate |

**ADMINISTRATOR**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |
| What is your earliest availability to take up this new position? | |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the post of Administrator, and what skills will you will bring to the role?

**SECTION 4:**

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

**Job Title:** Administrator

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender:** | | Male | |  | | 🞎 | |
|  | | Female | |  | | 🞎 | |
|  | |  | |  | |  | |
| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | |  | | 🞎 | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | |
|  |  | |  | |  | |  | |
| A | White | |  | |  | |  | |
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|  | British | |  | |  | | 🞎 | |
|  | English | |  | |  | | 🞎 | |
|  | Scottish | |  | |  | | 🞎 | |
|  | Welsh | |  | |  | | 🞎 | |
|  | Irish | |  | |  | | 🞎 | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | |
|  |  | |  | |  | |  | |
| B | Mixed | |  | |  | |  | |
|  |  | |  | |  | |  | |
|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | 🞎 | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | |

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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | |
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|  | Indian  Pakistani | |  | 🞎 |
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|  | Bangladesh | |  | 🞎 |
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|  | Any other Asian background, please write in: | | | |

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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | | |
|  |  |  | | |  |
|  | Caribbean |  | | | 🞎 |
|  | African |  | | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | | |
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|  | Chinese | |  | | 🞎 |
|  | Vietnamese | |  | | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | | |
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| F | Other Ethnic Group | | | |  |
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|  | Please write in: ………………………………………………… | | | | |
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| **Disability monitoring** | | | | |  |
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| Do you consider yourself disabled? | | | | |  |
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| Yes | |  | | | 🞎 |
| No | |  | | | 🞎 |
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| If you have a disability, is there anything we can do to make our recruitment and   selection procedure more accessible to you? | | | | | |
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| ……………………………………………………………………………………………….. | | | | | |
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